

**Board of Prison Terms
Job Opportunity
Office Technician (Typing)
Administrative Services Division**

- Duties:** Under the direction and supervision of the Staff Service Manager I, Fiscal/Business Services, the Office Technician (Typing) serves as the Board's receptionist and performs related skilled clerical duties as follows: Serves as receptionist, answers and screens incoming telephone calls, coordinates the receipt of all incoming packages, equipment, etc. Monitors the surveillance screens and coordinates with security staff as necessary. Reviews, calculates, and processes payments for attorney services, psychiatric evaluations, and subpoena travel costs for various Board hearings. Maintains computer logging system of such expenditures and prepares reports as required. Researches and responds to inquiries concerning payment status. Researches background information within computer databases to respond to incoming correspondence related to life parole consideration and parole revocation hearings. Contacts correctional institutions and parole offices to substantiate, clarify, and expedite letter responses and various payments for hearing attendance or representations. Researches background information within computer databases to respond to incoming correspondence related to life parole consideration and parole revocation hearings. Prepares letter responses using personal computer. Provides photocopying, facsimile, typing, and filing support as necessary. Performs other duties as required.
- Desirable Skills:** Above average computer skills, excellent attendance, work with minimal supervision, work cooperatively with co-workers, and sit at the desk for long periods of time. All applications will be pre-screened and only the most qualified will be interviewed.
- Who Should Apply:** Candidates reachable on the State Personnel Board Office Technician Examination list if reachable will receive employment inquiries. Lateral transfers will be considered.
- Salary:** \$2,348.00 - \$2,855.00
- How to Apply:** Submit a standard state application and resume to:
- Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: Julie Martin
(916) 322-9420
- Deadline:** **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.